



Melrose Action / L.A.P.D. Wilshire Station 2016 National Night Out Event Instructions

On behalf of Melrose Action Neighborhood Watch and the L.A.P.D. Wilshire Station and Los Angeles City Council member Paul Koretz, we THANK YOU for participating in our 8th Annual National Night Out event at Poinsettia Park!

Here is some important information about the event you will need to know.

Where is the event?

Poinsettia Park Recreation Center

7371 Willoughby Avenue, Los Angeles, 90046

Click on this link for map and directions <http://goo.gl/maps/Ov8Vc>

Vehicle unloading and booth set up will be from 3 p.m. - 5:30 p.m. Please, if possible be ready for the event to open at 6 p.m. and end at 8 p.m. or whenever you run out of your takeaway items.

Be advised that Willoughby Avenue will be closed to traffic beginning at 3 p.m. at Martel Avenue and also at Poinsettia Place. All participating Vendors will need to display the attached Vendor Access Pass inside their vehicle.

PLEASE print out the VENDOR ACCESS PASS and be prepared to show it to traffic and police officials at the closure entrances when asked. You will need your vehicle pass to enter the closure area to unload your vehicle and will need it to re-enter. You can enter and exit the closure area from Martel Avenue or Poinsettia Pl.

After unloading your vehicle, you and your staff will most likely need to park your vehicles on the street where available. Parking restrictions in **PERMIT PARKING ZONES** surrounding the park have been relaxed just for the event day only so parking in those permit zones is recommended. All other parking restrictions however will be enforced as usual. Once at the event, please see LAPD SLO Inga Wecker or Peter Nichols from Melrose Action for a booth assignment. Electrical power most likely is NOT available for your booth space.

It is at the sole discretion of the L.A.P.D. and L.A.D.O.T. that decides to allow any vehicle into the closure area - no exceptions.

The event is advertised to conclude at 8 p.m. Load out of your items using a vehicle is ok after 8 p.m. If you need or want to leave earlier, you may do so as long your items can be carried out on foot.

The event is officially open to the public at 6PM and ends at 8 PM.

If you have any issues or questions, please contact us at the following phone numbers on event day.

Peter Nichols from Melrose Action (323) 208-2131

LAPD Senior Lead Officer Inga Wecker (213) 793-0708

Thank you again for your participation!

Peter Nichols (323) 208-2131

Founder / Coordinator - Melrose Action Neighborhood Watch

Inga Wecker (213) 793-0708

Senior Lead Officer, Los Angeles Police Department, Wilshire Station

Melrose Action Neighborhood Watch • LAPD Wilshire Station



**POINSETTIA PARK NATIONAL NIGHT OUT
VENDOR ACCESS PASS**

**VALID ONLY TUESDAY, AUGUST 2ND, 2016
3 PM - 8:30 PM ONLY**

PLEASE PRINT THIS OUT AND SHOW IT TO POLICE OR TRAFFIC OFFICERS TO GAIN ADMISSION IF THE STREET IS CLOSED. DISPLAY IT ON YOUR DASHBOARD WHEN ENTERING THE AREA OF THE EVENT

THIS PASS IS NOT TRANSFERABLE

THANK YOU FOR YOUR PARTICIPATION!

